

SAMS I.Q. # 011

Issued: April 9, 2009

Question #30:

How should I indicate the unit(s) and unit cost, and invoice amount for services that are identified as "dollars to be reimbursed"?

Answer:

For services that are "dollars to be reimbursed", should have a quantity of one (1) for the service Units. Please change the unit price to the correct dollar amount to be reimbursed to the correct total amount for that service delivery, the total invoice amount for that service will then be the same as the unit dollar amount.

Example: Say you want to invoice \$35,000 to the service "HICAP SHIP Dollars to be Reimbursed" you would record the service delivery and invoice.

Units = 1

Unit Cost = \$35,000

Invoice Amount = \$35,000